RESOURCE AND PATIENT MANAGEMENT SYSTEM

RPMS EHR
Remote Configuration & Test

Announcement and Agenda

November 26 & 30, 2012

IHS Office of Information Technology (OIT)
Albuquerque, New Mexico
National Indian Health Board (NIHB) Regional Extension Center (REC)
United South and Eastern Tribes (USET) Regional Extension Center
And
The Ponca Hills Health and Wellness Center
Norfolk, NE

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1.0   General Information

1.1   Purpose of Training

The Resource Patient Management System Electronic Health Record (RPMS EHR) is a suite of software applications designed to move most clinical transactions from paper-based to an electronic environment. The EHR uses upgrades of existing RPMS applications and clinical data, but provides a graphical user interface (GUI) that facilitates access to and direct entry of this data by clinical users. The two most significant clinical enhancements provided by the EHR are the direct entry of orders (pharmacy, laboratory, radiology, nursing, etc.) by providers, and the on-line documentation of clinical encounter notes. In addition, the EHR will make clinical decision support tools available to providers at the point of care, and will make the medical record immediately accessible to all authorized users.

Implementation and maintenance of an electronic medical record (EMR) at any health care organization is a complex and lengthy process, requiring preparation and changes in essentially all areas of a medical facility. Rolling out an electronic record system at any facility will require a considerable training effort at the time of implementation, as well as an ongoing program of training and support.

This EHR Remote Support Activity is to facilitate EHR related knowledge and EHR Configuration for SEARHC.

Disclaimer: There are many RPMS packages (i.e., Reminders, Pharmacy and ICARE) that have separate training sessions. This Remote Activity is focused on the RPMS EHR application. Please see the RPMS Training Web Site for a forthcoming training in your area.

The objective of this Remote Web Conference Support Activity is to train and review the Advanced User Concepts for the Electronic Health Record processes and practices with specific roles in the Clinical Application Coordinator (CACs) area and the EHR Team.

This "virtual" remote support activity will be provided via Remote Web Conference and hosted by the (a) IHS Office of Information Technology and (b) Alaska Native Tribal Health Consortium (ANTHC). The SEARHC EHR Team will participate using their own local database. The OIT EHR Consultants will provide support via Web Conference using the educational techniques of lecture, discussion, scripts, and "hands-on" computer experience with the RPMS EHR clinical application.

1.2   Prerequisites

None

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1.3   Intended Audience

Physicians, Nurses, Dentists, Pharmacists, Registered Dieticians, Therapists, Clinical Application Coordinators, GPRA, IPC, and MU Coordinators, Case Managers, Medical Records, and Health Informaticists

1.4   Course Material and References

1.4.1   At the IHS xxxx FTP Site

The following materials may be downloaded from the RPMS Training FTP site at ftp://ftp.ihs.gov/pubs/RPMS/Training/*ThisCourse*/:

- Course Agenda (this document)

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1.4.2   At the IHS xxxx Website

- Document Title
  (http://www.ihs.gov/xxxx/subdirectory/namespace/docName.pdf)

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If a web link fails to open the document, browse to: http://www.ihs.gov/xxxx/index.cfm?module=Applications&option=View&AC_ID=0 and select the **applicationName(namespace)** option to locate the newest version.

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2.0   Learning Objectives

- This hands-on activity provides a review of the RPMS packages and preparation required for EHR implementation. Included in this course, participants are provided with the knowledge, skills, and abilities to fully utilize the EHR and instruct other clinicians in its use and offer participants the tools necessary for setting up the EHR. At the end of this session participants will be able to:

- Provide an overview of the Resource Patient Management System Electronic Health Record (RPMS EHR)

- Review Meaningful Use

- Review FTP (File Transfer Protocol) site: patch notes, national templates, manuals, etc.

- Review RPMS Package Optimization

- Examine the EHR framework

- Define the expectations, roles and responsibilities of the (a) "Clinical Application Coordinator" (CAC), (b) EHR "Super User", (c) Site Manager, (d) RPMS Informaticist, (e) Meaningful Use Coordinator and (f) other EHR Implementation Team Members.

- Review and Troubleshoot:
    – Notifications
    – Allergies
    – Vital Signs
    – Progress Notes
    – Exams
    – Health Factors
    – Patient Education
    – Immunizations
    – Consult
    – Problem List
    – Historical Services
    – Family History
    – Parameters
    – Printing
    – Postings

- Review and troubleshoot pharmacy, laboratory, and radiology
    – Order Entry
    – Order Menus

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- – Quick Orders
- – Order Checks
- Set up a "User" and "User" management including Person Class and NPI
- Set up a CAC with keys and menu management
- Create advanced Text Integration Utility (TIU) templates and create TIU data objects and Health Summary data objects
- Review and configure Quick Notes
- Review Advanced Design Mode techniques
- Demonstrate Fileman – inquire and search
- Demonstrate vcManager/Tracelog
- Review and Troubleshoot & Taskman
- Review and create Generic Orders
- Review an create Health Summary Flow Sheets

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3.0   Detailed Agenda

3.1   Day 1

Day 1		
8:30 – 4:30	Welcome and Introductions: **All** **David Taylor, Leslye Rauth, Mollie Ayala, Phil Taylor, Rick Pullen, Chris Saddler, Lesley Rauth, Jennie Chase Wilson, Pam Spaeth, Mike Allen, Martin Hall, Jon Schuchardt, Cynthia Brennan, Dennis Schufeldt, Hillary Farley, Ron Redwing and Catherine Whaley** At the end of this session participants should be able to: • Provide an Overview of the Multi Divisional Configuration Process • Identify Participant Needs and Expectations in Think Tank	
	Multi-Divisional Configuration & Test Package Parameter Setup: • Institutional File • Medical Center Division file • Location File • PCC Master Control File • Coding Queue • User and Provider File • Patient Registration • Scheduling • PCC Data Entry • Adverse Reaction Tracking • Immunizations • Diabetes • IHS Dental Package (Not Dentrix)	
	Lunch will be scheduled according to programmatic needs	
	Wrap Up and Review	
Day 2		
8:30 – 4:30	Review Entries in Think Tank	

	Multi-Divisional Configuration & Test Package Parameter Setup:
	• Pharmacy
	    ○ IHS Parameters
	• Laboratory
	    ○ BLR Master Control File
	    ○ Quick Orders & Quick Order Menus (Divisions)
	    ○ POC Tests (Divisions)
	    ○ Taskman Settings
	    ○ File 60 Test Setup (Divisions)
	    ○ Accession Areas (Divisions)
	• Text Integration Utility
	• Notes, Note Titles, and Business Rules
	• Quick Notes
	• CPRS and Orders
	• EHR Parameters
	• EHR Notifications	

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	• ICD-9 and CPT Pick Lists • Default Printer Configuration & Test (Marty & Ron)	
	Lunch will be scheduled according to programmatic needs	
	Wrap Up and Review	

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